Memorandum

Date:

July 8, 2009

То:

Office of Inspections

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

State Security Division

File No.:

080.A11583.2009 1 26

Subject:

SECOND QUARTER 2009 CHAPTER 8 INSPECTION

State Security Division has completed the mandated Chapter 8 Command Reimbursable Services and DUI Cost Recovery Inspections for the second quarter, 2009. Attached are copies of the CHP 680U forms utilized for the inspections for the Division including Counterterrorism and Threat Awareness Section (081) and Emergency Operations Section (082).

If you have any questions regarding these documents, please contact me or Assistant Chief John Rolin at (916) 843-3230

S. MACGREGOR, Chief

Attachments

ter.

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter.
080 SSD	State Security	8
Inspected by:		Date:09/09/09
Valerie Staggs		7.71

EXCEPTIONS DOCUMEN	1.)	Valene Glaggs	
Page 1 of 2			
INSTRUCTIONS: This document shall be number of the inspection in the Chapter I shall be routed to and its due date. This improvement, identified deficiencies, corr	Inspection number. Under	d to document innovative	r fill in the blanks as indicated. Enter the chapter next level of command where the document practices, suggestions for statewide be used if additional space is required.
TYPE OF INSPECTION Division Level Command Le	inapportion: 1	pended on the	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:	Forward to: Inspection Due Date: 08/14/09	S	
Chapter Inspection: Inspector's Comments Regard NA	ling Innovative Prac	ctices:	
Command Suggestions for Sta	atewide Improveme	nt:	
NA Inspector's Findings:			
NA Commander's Response: □ C	concur or □ Do Not	Concur (Do Not Conc	cur shall document basis for response)
VA		· · · · · · · · · · · · · · · · · · ·	

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 2

Command: 080 SSD	Division: State Security	Chapter: 8
Inspected by: Valerie Staggs		Date:09/09/09

Required Action	
1.1.1.1.2.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1	
Corrective Action Plan/Timeline	

Command DUI Cost Recovery does not apply to Headquarters OPI operations.

Command Reimbursable Services - OPI does not provide reimbursable protective services at this time.

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE A/CHIEF	9/9/09 DATE
	Voers Dog	9-9-9
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee Concur Do not concur		

INSPECTION PROGRAM

CHAPTER 8 COMMAND DUI COST RECOVERY

Command: 080 SSD	Division: 080 State Security	Number: 2	
Evaluated by: Valerie Staggs		Date: 07/08/09	
Assisted by:		Date:	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

		Load In	spector's Sign	rature:	
TYPE OF INSPECTION		Leau III	apector a orgi	intuio.	
☑ Division Level	☐ Command Level				
Office of Inspections	☐ Voluntary Self-Inspection		2enot	toggs	
Follow-up Required:	Follow-Up Inspection	Comma	nder's Signati	P.	Date: 9/9/09
For applicable policies, refer to					
Note: If a "No" or "N/A" box is one	cked the "Remarks" section	n shall de	utilized for e	explanatio	n. Last till state for the state of the stat
Does the command have ensure that a CHP 735, In Reimbursement Statemen arrest that meets the cost	sufficient procedures to cident Response t, is prepared for each	Yes	255	⊠ N/A	Daniel Danie not apply to
What are these procedure					
		R			
Does the command have a assigned to process all CHF	specific employee(s) 735 forms?	☐ Yes	☐ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
If the answer to question 3 center the responsibility of process listed in their job description	ing all CHP 735 forms	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.

INSPECTION PROGRAM

5. Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	☐ Yes	∏ No	N/A	Remarks: Does not apply to Headquarters OPI operations.
6. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal)	Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
 7. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver 	☐ Yes	· 🗌 No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
 8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained 	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	□No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	☐ Yes	□No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily	☐ Yes	□No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.

INSPECTION PROGRAM

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more	☐ Yes	□No	⊠ N//	Remarks: Does not apply to Headquarters OPI operations.
than one activity? 14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735?	☐ Yes	□No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
 Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing 				*
Traffic Control 15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	☐ Yes	□No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
17. Is a copy of the CHP 735 being retained at the command and filed?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
19. In the absence of a CHP 735A, how is the command trace	cking the [DUI Cost R	ecovery F	Program?
Does not apply to Headquarters OPI operations.				
20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? • Defendant Information • Violation Information • Court Information • FMS Information • BAC test results	☐ Yes	□No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.

INSPECTION PROGRAM

21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?"	☐ Yes	□No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☐ Yes	□No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
Question 25 perfains to Fiscal Management Section.				
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.

INSPECTION PROGRAM

CHAPTER 8 COMMAND DUI COST RECOVERY

Command: 081 CTTA	Division: 080 State Security	Number: 2	
Evaluated by: Valerie Staggs		Date: 07/08/09	
Assisted by:		Date;	

Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Followup Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION Command Level Division Level ☐ Voluntary Self-Inspection Office of Inspections Commander's Signature: Follow-up Required: Follow-Up Inspection Yes For applicable policies, refer to HPM 11.1, Chapter 20. Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. 1. Does the command have sufficient procedures to Remarks: Does not apply to N/A ☐ No Yes ensure that a CHP 735, Incident Response Headquarters OPI operations. Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria? 2. What are these procedures? Does the command have a specific employee(s) Remarks: Does not apply to N/A assigned to process all CHP 735 forms? ☐ Yes ☐ No Headquarters OPI operations, If the answer to question 3 of this checklist is yes, is Remarks: Does not apply to ⊠ N/A □ No the responsibility of processing all CHP 735 forms Yes Headquarters OPI operations. listed in their job description or any other document?

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies

with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section.

INSPECTION PROGRAM

	5. Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	q \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	es 🗆 N	lo 🛭 N	/A Remarks: Does not apply to Headquarters OPI operations.
	 6. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal) 	s _ Ye	es 🗌 N	o 🛭 N.	A Remarks: Does not apply to Headquarters OPI operations.
	 7. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver 	☐ Yes	s No) ⊠ N//	Remarks: Does not apply to Headquarters OPI operations.
9	 8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained 	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
	Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	Yes	□No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
12	2. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily	Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.

INSPECTION PROGRAM

CHAPTER 8

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COMMAND DUI COST RECOVERY

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	Yes	. No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.		
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.		
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.		
16. Is the current hourly rate for reimbursement, sent out	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.		
17. Is a copy of the CHP 735 being retained at the command and filed?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.		
Program?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.		
19. In the absence of a CHP 735A, how is the command tracking the DUI Cost Recovery Program? Does not apply to Headquarters OPI operations.						
20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? • Defendant Information • Violation Information • Court Information • FMS Information • BAC test results] Yes	□No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.		

INSPECTION PROGRAM

2	1. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☐ Yes	☐ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
22	2. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☐ Yes	□No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
23	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	□No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
Questi	on 25 pertains to Fiscal Management Section.				
25.	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command:	Division:	Number:
082 EOS	080 State Security	2
Evaluated by:		Date:
Valerie Staggs	07/08/09	
Assisted by:		Date:

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION	•	Lead Ins	pector's Sign	ature:			
□ Division Level	☐ Command Level	-	VO DAGE				
☐ Office of Inspections	☐ Voluntary Self-Inspection	Value 5tagg					
Follow-up Required:	Follow-Up Inspection	Comman	Commander's Signature: 9/9/09				
For applicable policies, refer t	<u>\$</u> '				, t 1		
Note: If a "Note or "N/A" box is che	ecked#the#Remarks#section	แรกลิโเฮย ใ	itilized for e	xplanatio	n.		
Does the command have ensure that a CHP 735, li Reimbursement Stateme arrest that meets the cost	ncident Response nt, is prepared for each	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.		
2. What are these procedure							
 Does the command have a assigned to process all CF 	a specific employee(s) IP 735 forms?	Yes	□No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.		
4. If the answer to question 3 the responsibility of proces	sing all CHP 735 forms	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.		

INSPECTION PROGRAM

 Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form? 	☐ Yes	s No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations,
6. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal)	☐ Yes	∏ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
 7. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? The date of BAC results of =.08% were received 	☐ Yes	☐ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
for a commercial driver				
 8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained 	☐ Yes	□No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735	☐ Yes	□No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
11 Are staff hours involved in the incident recorded on] Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?] Yes	□No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.

INSPECTION PROGRAM

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more	☐ Yes	s No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
than one activity? 14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Träffic Control	n	s No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
17. Is a copy of the CHP 735 being retained at the command and filed?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
19. In the absence of a CHP 735A, how is the command tra	acking the	DUI Cost R	ecovery F	Program?
Does not apply to Headquarters OPI operations.				
20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? • Defendant Information • Violation Information • Court Information • FMS Information	Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
BAC test results				

INSPECTION PROGRAM

	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
22.	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	Yes	□No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
23.	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
24. I	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.
Question	25 pertains to Fiscal Management Section.				
C	s FMS reviewing the CHP 735 forms for ompleteness of information and returning deficient orms to the issuing command for corrections?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Headquarters OPI operations.

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: 080 SSD	Division: 080 State Security	Number:
Evaluated by: Valerie Staggs	jj 52	Date: 07/08/09
Assisted by:		Date:

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

			Londin	spector's Sig	mature.	
TYPE	OF INSPECTION		Lead II	ispector's oig	mature.	
	Division Level	Command Level				
	Office of Inspections	☐ Voluntary Self-Inspectio			0 96	
	Follow-up Required: ☐ Yes	Follow-Up Inspection	Comma	nder's Signal	hure:). Date: 9/9/09
	applicable policies, refer to					
Note	:: If a "No" or "N/A" box is che	ecked, the "Remarks" section	n shall be:	utilized for	explanation	
	Prior to the performance of contracting party informed services, departmental eq cancellation policy?	of services, is the d of the rates charged for	☐ Yes			D + Defends hellers of second
2	. Does the billing rate include expenses such as uniform	or equipment damage?	☐ Yes	☐ No	⊠ N/A	Remarks: * Refer to bottom of page 4
3		rovided to another state	☐ Yes	☐ No	⊠ N/A	Remarks: * Refer to bottom of page 4
4.	Services Billing Memorand	lum?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4.
5.	Is \$50 charged for each Classigned to the detail if the less than 24 hours prior to	cancellation notification is	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4
6.	Is a minimum payment of 4 when employee(s) could no cancellation of their service	hours overtime charged of the	☐ Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
7.		procedures to obtain rances or permits, local rtinent information made	☐ Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
8.	Are written requests for spe the appropriate command?		☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
9.	Are traffic control services le approved by Division?		☐ Yes	□ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
10.	Are traffic control services e more approved by the Office	stimated to be \$50,000 or of the Commissioner?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
11.	Are extraordinary protective	services approved by the	☐ Yes	П No	⊠ N/A	Remarks:* Refer to bottom of page 4:

INSPECTION PROGRAM

Questions 12 through 17 pertain to collecting advance	e dep	osits.				
12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract		☐ Ye	s 🔲 1	vo 🛛	N/A	Remarks:* Refer to bottom of page 4
13. Is a CHP 465 form completed in accordance with policy?		☐ Ye	s D	10 🛛	N/A	Remarks:* Refer to bottom of page 4:
14. Are advance payments collected from the contract company prior to the start of the service?	ting	☐ Yes	s _ N	lo 🛛	N/A	Remarks:* Refer to bottom of page 4:
15. Is a CHP 251 prepared and mailed to the contraction company upon receipt of advance payments?	ng	☐ Yes	:	0 🛛 1	V/A	Remarks:* Refer to bottom of page 4;
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?		☐ Yes	□N	0 🗆 1	N/A	Remarks:* Refer to bottom of page 4:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?		☐ Yes			I/A	Remarks:* Refer to bottom of page 4:
Questions 18 through 31 pertain to the preparation of a	greer	nents				
18. Is a CHP 466 maintained?		Yes	□ No	o ⊠ N	/A F	Remarks:* Refer to bottom of page 4:
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?		Yes	□ No	⊠ N	/A F	Remarks:* Refer to bottom of page 4:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	9 [] Yes	☐ No	⊠ N/	AR	emarks:* Refer to bottom of page 4:
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?] Yes	☐ No	⊠ N//	A R	emarks:* Refer to bottom of page 4:
22. Are sequential numbers not matching Billing Memorandums reconciled?		Yes	☐ No	⊠ N/A	A Re	emarks:* Refer to bottom of page 4:
23. Is the original RSA signed and filed at Area?] Yes	☐ No	⊠ N/A	ų R∈	emarks:* Refer to bottom of page 4:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?] Yes	□ No	⊠ N/A	Re	marks:* Refer to bottom of page 4:
25. Is the indemnification clause included in the agreement when requested?		Yes	□No	⊠ N/A	Rei	marks:* Refer to bottom of page 4:
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?		Yes	□ No	⊠ N/A	Rer	narks:* Refer to bottom of page 4:
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?		Yes	☐ No	⊠ N/A	Ren	narks:* Refer to bottom of page 4:
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	Δ,	Yes	□ No	⊠ N/A	Rem	narks:* Refer to bottom of page 4:
29. Are dignitary protection services referred to the Office of Dignitary Protection?		res .	□No	⊠ N/A	Rem	arks:* Refer to bottom of page 4:

INSPECTION PROGRAM

30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Ye	es 🗆 N	0 N	/A Remark:* Refer to bottom of page 4
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division. Field Support Section?	☐ Ye			
Questions 32 through 38 pertain to training agreement p	rocedure	s and repo	orting for	services provided.
32. Is a CHP 230 prepared by the contracting party whe fees are collected on the day of the training session		s No	S ⊠ N/.	A Remarks;* Refer to bottom of page
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upo completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and				D. I. of Defeate better of new
special projects) within 5 days?				
34. Are copies of CHP 467 forms forwarded to the next level of review?	☐ Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	☐ Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	☐ Yes	□No	⊠ N/A	Remark:* Refer to bottom of page 4s:
38. Are outstanding items being inspected and resolved?	Yes	□ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
Questions 39 through 52 pertain to extraordinary protectiv	ve services	s and repo	ort of ove	rtime hours for reimbursable.
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
40. Is a reimbursable special project code obtained on every contractual service?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	☐ Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
43. Are all corrections noted on the overtime report(s)?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
44. Are overtime reports approved and dated by the commander after reconciling?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
45. Is the original overtime report(s) forwarded to FMS?	☐ Yes	□ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	□Yes	П No	⊠ N/A	Remarks:* Refer to bottom of page 4:

INSPECTION PROGRAM

47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks* Refer to bottom of page 4:
51. Are all payments made directly to FMS?	☐ Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□ No	⊠ N/A	Remarks:* Refer to bottom of page 4:

^{*} OPI does not provide reimbursable protective services at this time.

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: 081 CTTA	Division: 080 State Security	Number: 2
Evaluated by: Valerie Staggs		Date: 07/08/09
Assisted by:		Date:

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

r			Lead Ins	spector's Sign	ature:	
TYPE	OF INSPECTION			Maranasa = R		
	Division Level	Command Level				
	Office of Inspections [☐ Voluntary Self-Inspection		aeno	5 Tay	8
F	Follow-up Required: ☐ Yes	Follow-Up Inspection	Comman	nder's Signatu	re:) ().	Date: 9/9/09
E	applicable policies, refer to					
MAN PROPERTY.	: If a "No" or "N/A" box is che	cked the "Remarks" section	n shall be	itilized for e	explanatio	n
1		of the rates charged for	Yes	⊠ No	□ N/A	D-m-silver
2.		e mileage and other or equipment damage?	⊠ Yes	□No	□ N/A	Remarks:
3.		rovided to another state	Yes	□No	⊠ N/A	Remarks: Billing code is not obtained by OPI.
4.		nted on the Reimbursable	☐ Yes	□ No	⊠ N/A	Remarks:* Refer to bottom of page 4.
5.		IP uniformed employee cancellation notification is	Yes	□ No	⊠ N/A	Remarks:* Refer to bottom of page 4
6.	Is a minimum payment of 4 when employee(s) could no cancellation of their service	hours overtime charged t be notified of the	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
7.		procedures to obtain rances or permits, local tinent information made	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
8.	Are written requests for spe the appropriate command?	cific services directed to	☐ Yes	□ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
9.	Are traffic control services le approved by Division?	ess than \$50,000	☐ Yes	□ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
10.	Are traffic control services e more approved by the Office	stimated to be \$50,000 or of the Commissioner?	Yes	□No	⊠ N/A	Remarks:* Refer to boltom of page 4:
11.	Are extraordinary protective Assistant Commissioner, Fie	services approved by the	Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:

INSPECTION PROGRAM

Questions 12 through 17 pertain to collecting advance	deposits.			
12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	? \ \ \ Ye	s No	o 🛭 N/	A Remarks:* Refer to bottom of page
13. Is a CHP 465 form completed in accordance with policy?	☐ Ye	s No	o N/A	Remarks:* Refer to bottom of page 4
14. Are advance payments collected from the contracting company prior to the start of the service?	ng	s No	o ⊠ N//	Remarks:* Refer to bottom of page 4
15. Is a CHP 251 prepared and mailed to the contractin company upon receipt of advance payments?	g Yes	s No	D ⊠ N/A	Remarks:* Refer to bottom of page 4
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	☐ Yes	s □ No	o ⊠ N/A	Remarks:* Refer to bottom of page 4
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
Questions 18 through 31 pertain to the preparation of ag	reements.			
18. Is a CHP 466 maintained?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	☐ Yes	□ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	☐ Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	□Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
22. Are sequential numbers not matching Billing Memorandums reconciled?	Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
23. Is the original RSA signed and filed at Area?	. ☐ Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	☐ Yes	□ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
25. Is the indemnification clause included in the agreement when requested?	Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	. 🗌 Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
29. Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Ye	es 🗆 N	lo 🛭 N	Remark:* Refer to bottom of page 4
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	⊠ Y€			Section reorg. of new Division.
Questions 32 through 38 pertain to training agreement p	procedure	s and repo	orting for	services provided.
32. Is a CHP 230 prepared by the contracting party whe fees are collected on the day of the training session	n Ye	s No	o ⊠ N/	A Remarks:* Refer to bottom of page 4
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upo completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	1	s No	o 🛭 N/.	A Remarks:* Refer to bottom of page 4
34. Are copies of CHP 467 forms forwarded to the next level of review?	☐ Yes	s □ No	N/A	Remarks:* Refer to bottom of page 4
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	Yes	□ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	☐ Yes	□No	⊠ N/A	Remark:* Refer to bottom of page 4s:
38. Are outstanding items being inspected and resolved?	☐ Yes	☐ No	⊠.N/A	Remarks:* Refer to bottom of page 4:
Questions 39 through 52 pertain to extraordinary protections are projects.		s and rep	Personal Charles	Annex continues of the second of the continues
39 Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	□·Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
40. Is a reimbursable special project code obtained on every contractual service?	☐ Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
43. Are all corrections noted on the overtime report(s)?	☐ Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
44. Are overtime reports approved and dated by the commander after reconciling?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to botlom of page 4:
45. Is the original overtime report(s) forwarded to FMS?	☐ Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
46. Is a copy of the overtime report forwarded to Division by the 10 th of the month (except COZEEP/MAZEEP)?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:

INSPECTION PROGRAM

47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniforme personnel hours?	ed Yes	□ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary; is the service discontinued?	s Yes	□No	⊠ N/A	Remarks: OPI notifies client state agencies prior to the expiration to their contract.
51. Are all payments made directly to FMS?	☐ Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	y Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:

^{*} OPI is responsible for contracts only not the services.

INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division:	Number:	
082 EOS	2		
Evaluated by:		Date:	
Valerie Staggs		07/08/09	
Assisted by:		Date:	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE (OF INSPECTION		Lead Ir	ispector's Sig	nature:		
	ivision Level	☐ Command Level					
	ffice of Inspections [☐ Voluntary Self-Inspectio	n \	Oup &	300	7	
F [Follow-up Required: ☐ Yes ☑ No	Follow-Up Inspection	Comma	nder's Signal	ture:	Date:	
	applicable policies, refer to			,			
Note:	If a "No" or "N/A" box is che		mishall be	utilized for	explanation	on, Company	
1.	Prior to the performance o contracting party informed services, departmental equancellation policy?	of the rates charged for	☐ Yes	□ No	⊠ N/A	Remarks: * Refer to b	oottom of page 4
2.	Does the billing rate include expenses such as uniform	or equipment damage?	☐ Yes	☐ No	⊠ N/A	Remarks: * Refer to b	oottom of page 4
3.	When a safety service is pragency, is the agency's five obtained?	ovided to another state e-digit billing code	☐ Yes	□ No	⊠ N/A	Remarks: * Refer to b	ottom of page 4
4.	Is the billing code documen Services Billing Memorando		Yes	☐ No	⊠ N/A	Remarks:* Refer to bo	ottom of page 4.
5.	Is \$50 charged for each CH assigned to the detail if the less than 24 hours prior to the	cancellation notification is	☐ Yes	☐ No "	⊠ N/A	Remarks:* Refer to bo	ttom of page 4
6.	Is a minimum payment of 4 when employee(s) could not cancellation of their service(hours overtime charged t be notified of the	☐ Yes	☐ No	⊠ N/A	Remarks:* Refer to bot	tom of page 4:
	Is information regarding the necessary right-of-way clear requirements, and other pert available to inquiring parties	procedures to obtain ances or permits, local inent information made	Yes	□No	⊠ N/A	Remarks:* Refer to bot	tom of page 4:
8.	Are written requests for spec the appropriate command?		☐ Yes	☐ No	⊠ N/A	Remarks:* Refer to bott	om of page 4;
9. /	Are traffic control services les	ss than \$50,000	☐ Yes	☐ No	⊠ N/A	Remarks:* Refer to bott	om of page 4:
10. /	Are traffic control services es nore approved by the Office		☐ Yes	□No	⊠ N/A	Remarks:* Refer to botto	om of page 4:
11. 7	Are extraordinary protective s Assistant Commissioner, Fiel	ervices approved by the	☐ Yes	□No	⊠ N/A	Remarks:* Refer to botto	om of page 4:

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

Questions 12 through 17 pertain to collecting advance	deposit	S.			
12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract	? 🗆	Yes		10 🛛 1	N/A Remarks:* Refer to bottom of page
13. Is a CHP 465 form completed in accordance with policy?		Yes		1 🖾 0	N/A Remarks:* Refer to bottom of page
14. Are advance payments collected from the contracti company prior to the start of the service?		Yes	ΠN	0 🛛 1	N/A Remarks:* Refer to bottom of page
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?		Yes		0 🛛 N	Remarks:* Refer to bottom of page 4
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?		es/	□ No	o 🛭 N	/A Remarks:* Refer to bottom of page 4
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?		'es	☐ No	o 🛭 N	/A Remarks:* Refer to bottom of page 4
Questions 18 through 31 pertain to the preparation of ag		s.		AND THE REAL PROPERTY.	
18. Is a CHP 466 maintained?		es	☐ No	⊠ N/	A Remarks:* Refer to bottom of page 4:
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	Y	es	☐ No	⊠ N/.	Remarks:* Refer to bottom of page 4:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	ı 🗆 Ye	es	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	☐ Ye	s	☐ No	N/A	Remarks:* Refer to bottom of page 4:
22. Are sequential numbers not matching Billing Memorandums reconciled?	☐ Ye	s	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
23. Is the original RSA signed and filed at Area?	☐ Ye	5	No	⊠ N/A	Remarks:* Refer to bottom of page 4:
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	Yes	5	□ No	N/A	Remarks:* Refer to bottom of page 4.
25. Is the indemnification clause included in the agreement when requested?	☐ Yes] No	⊠ N/A	Remarks:* Refer to bottom of page 4:
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes] No	⊠ N/A	Remarks:* Refer to bottom of page 4:
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes] No	⊠ N/A	Remarks:* Refer to bottom of page 4:
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes] No	⊠ N/A	Remarks:* Refer to bottom of page 4:
29. Are dignitary protection services referred to the Office	□Vac		1 No	M NI/A	Remarks:* Refer to bottom of page 4:

INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Ye	es 🗆 N	lo 🛭 N	/A Remark:* Refer to bottom of page 4
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	. ☐ Ye	es 🗆 N	0 🛭 N	/A Remarks. * Refer to bottom of page
Questions 32 through 38 pertain to training agreement;	orocedure	s and repo	orting for	services provided.
32. Is a CHP 230 prepared by the contracting party whe	SELECTION OF BUILDING STATE	MENT INVENTAGE	SCENE SECURITY SECURI	D what Defeats bottom of page
fees are collected on the day of the training session'	?	s No	o ⊠ N/.	A Remarks:* Refer to bottom of page 4
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upo completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	n Ye	s No	o 🛭 N/A	Remarks:* Refer to bottom of page 4
34. Are copies of CHP 467 forms forwarded to the next level of review?	☐ Yes	s No	⊠ N/A	Remarks:* Refer to bottom of page 4
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	○ ☐ Yes	s ☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	Yes	□ No	⊠ N/A	Remark:* Refer to bottom of page 4s:
38. Are outstanding items being inspected and resolved?	☐ Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
Questions 39 through 52 pertain to extraordinary protective	ve service	s and repo	ort of ove	rtime hours for reimbursable
special projects: 39. Is:a:copy=of-the_CHP-467 and CHP-465 submitted to FMS upon completion of extraordinary protective services?	Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
40. Is a reimbursable special project code obtained on every contractual service?	☐ Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
43. Are all corrections noted on the overtime report(s)?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
44. Are overtime reports approved and dated by the commander after reconciling?	☐ Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
45. Is the original overtime report(s) forwarded to FMS?	☐ Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
46. Is a copy of the overtime report forwarded to Division	FTYes	E No	⊠ N/A	Remarks:* Refer to bottom of page 4:

INSPECTION PROGRAM

47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 th of the month?	Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4;
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 th of the month?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	☐ Yes	□No	⊠ N/A	Remarks:* Refer to bottom of page 4;
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks* Refer to bottom of page 4:
51. Are all payments made directly to FMS?	☐Yes	☐ No	⊠ N/A	Remarks:* Refer to bottom of page 4:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□ No	⊠ N/A	Remarks:* Refer to bottom of page 4:

^{*} OPI does not provide reimbursable protective services at this time.